

Town of Westford

Annual Town Meeting Timeline

Saturday, March 22, 2014

Continuing to Monday, March 24, 2014, if needed

Fri. Aug. 16, 2013	Budget requests due
<i>Mon. Oct. 14, 2013</i>	<i>Columbus Day observed</i>
Mon. Oct. 21, 2013	Special Town Meeting
Fri. Nov. 1, 2013	Capital Planning Committee Recommendations
<i>Mon. Nov. 11, 2013</i>	<i>Veterans Day</i>
Tues., Nov. 12, 2013	Town Manager presents FY15 Budget to Selectmen and Finance Committee
Thurs. Nov. 14, 2013	7:00pm: Joint budget hearing (BOS/FinCom)
Thurs. Nov. 21, 2013	7:00pm: Joint budget hearing (BOS/FinCom)
<i>Wed. Nov. 27, 2013</i>	<i>Hanukkah begins at sundown.</i>
<i>Thurs. Nov. 28, 2013</i>	<i>Thanksgiving</i>
Thurs. Dec. 5, 2013	7:00pm: Joint budget hearing (BOS/FinCom)
Tues. Dec. 10, 2013	Selectmen vote to open FY15 Annual Town Meeting Warrant
Thurs. Dec. 12, 2013	7:00pm: Joint budget hearing (BOS/FinCom)
Fri. Dec. 20, 2013	Deadline for submittal of all street acceptance application materials to Planning Office and related town meeting petition article(s) to the Selectmen. (at least 90 days prior to Town Meeting).
<i>Wed. Dec. 25, 2013</i>	<i>Christmas Day</i>
<i>Thurs. Dec. 26, 2013</i>	<i>Kwanzaa begins</i>

<i>Wed. Jan. 1, 2014</i>	<i>New Year's Day</i>
Thurs. Jan. 9, 2014	7:00pm: Joint budget hearing (BOS/FinCom)
Tues. Jan. 14, 2014	Board of Selectmen vote their <u>intention</u> to lay out a town way, refer the matter to the Planning Board for a non-binding recommendation. The Planning Board has 45 days after such reference in which to make its report, if any (per MGL Ch. 41, Sec. 81G & 81I).
Wed. Jan. 15, 2014	10:00am: Non-petition articles due to the Town Manager's Office.
Thurs. Jan. 16, 2014	7:00pm: Joint budget hearing (BOS/FinCom)
<i>Mon. Jan. 20, 2014</i>	<i>Martin Luther King, Jr. Day</i>
Thurs. Jan. 23, 2014	7:00pm: Joint budget hearing (BOS/FinCom)
Tues. Jan. 28, 2014	10:00am: Deadline for petition articles to be submitted to the Town Clerk's Office for certification of signatures. BOS votes to close the Annual Town Meeting Warrant (per Town Bylaw Ch. 51.1.D.).
Thurs. Jan. 30, 2014	7:00pm: Joint budget hearing (BOS/FinCom), if needed.
Thur. Feb. 6, 2014	First public hearing notice for Planning Board appears in the Eagle.
Tues. Feb. 11, 2014	Selectmen set order of warrant articles.
Thur. Feb. 13, 2014	Second public hearing notice for Planning Board appears in the Eagle.
Mon. Feb. 17, 2014	<i>Presidents Day</i>
Mon. Feb. 24, 2014	Notice of Selectmen's street acceptance public hearing mailed to land owners.

- Tues. Feb. 25, 2014** Selectmen sign ATM warrant. (deadline to post warrant is March 14th) – *FinCom book deadline is March 3rd*. Selectmen review motions/vote positions on articles.
- Wed. Feb. 26, 2014** Department Head mtg: ATM motions review.
- Fri. Feb. 28, 2014** **8:00pm:** Voter registration deadline for Annual Town Meeting.
- Mon. March 3, 2014** Planning Bd opens public hearings on zoning-related articles.
- Finance Committee report is sent to printer.
- Wed. March 5, 2014** Motions Meeting
- Fri. March 7, 2014** All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)
- Tues. March 11, 2014** Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting").
- Selectmen open street acceptance and layout public hearing.
- Selectmen review motions/vote positions on articles.
- Fri. March 14, 2014** Annual Town Meeting Warrant posted in Town Hall, post offices and the library and on the web.
- Deadline to file approved street layout plan with the Town Clerk (*at least 7 days prior to Town Meeting* per MGL Ch. 82, Sec. 22).
- Mon. March 17, 2014** Planning Bd continues public hearings on zoning-related articles.
- Tues. March 18, 2014** **5:00pm:** Deadline to submit nomination papers for the May 3 Town Election to the Town Clerk's Office for certification (7 weeks prior to election).

Sat. March 22, 2014 **10:00am:** Annual Town Meeting begins in Abbot School gymnasium.

Mon. March 24, 2014 **7:00pm:** Annual Town Meeting continues in Abbot School gymnasium, if needed.

Tues. March 25, 2014 Selectmen discuss wording and vote on any proposed ballot question(s).

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Tues. April 1, 2014 **4:00pm:** Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election).

Tues. April 8, 2014 Selectmen sign annual town election warrant.

Mon. April 14, 2014 *Passover begins at sundown*

Wed. April 16, 2014 **8:00pm:** Voter registration and party enrollment change deadline for Annual Town Election.

Fri. April 18, 2014 *Good Friday*

Sun. April 20, 2014 *Easter Sunday*

Mon, April 21, 2014 *Patriots Day holiday*

Mon. April 28, 2014 Deadline to post annual town election warrant.

Tues. May 6, 2014 Annual Town Election